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Handbook



TABLE OF CONTENTS

Introduction to Anderson College Pgs. 5-8

Purpose	5
College History	5
The Campus	6
The Administration	6
Officers of Administration	6
The Faculty	6
The Students	7
The Student's Responsibility	8
Alma Mater	8

The Academic Program Pgs. 9-13

Orientation	9
Registration	9
Academic Load	10
Grading System	10
Grade Point Average	10
Repeating a Course	10
Class Attendance	11
Withdrawal from College	11
Drop-Add Period	11
Procedure for Dropping a Class	11
Dean's List	12
Graduation	12
VA Policy	12
Library Regulations	12
Counseling Center	13

Student Development Pgs. 14-26

Residential Living	14
Health Service	15
Student Activities	16-18

General Information and Regulations

Housing Requirement	19
Parking	19
Security	20
Post Office	20
College Bookstore	20
Student Bank	20
Student Insurance	20
Theft	20
Lost and Found	21
Identifying Books	21
Identification Cards	21
Change of Address	21
Solicitation	21
Notice to Parents	21
Dress Code	22
Smoking	22
Off Limits	22
Switchboard	23
Student Work	23
Student Code of Conduct	23-26
Campus Organizations	Pgs. 27-28
Student Publications	29
Student Records	30
Student Honors	31-32
Religious Life	32-34
Music Expression	35
Athletics	36-37
Food Service	38
Whom to See for What	39-40

A MESSAGE TO STUDENTS AND PARENTS.



Anderson College is a great school! Founded in 1910 by the citizens of Anderson and the South Carolina Baptist Convention, this college has served thousands of young people. It has a rich heritage but more important a promising future. I am glad you are a part of Anderson College today and urge you to help us make it even greater.

Our mission is to provide for you a quality education, developing the total person, in an atmosphere of love and concern. The trustees, administration, faculty, and staff pledge to you our best efforts in accomplishing this worthy goal.

Anderson College is a church-related school. It is sponsored and supported by the South Carolina Baptist Convention. Every effort will be made to provide a Christian education. We believe this Christian education comes to pass as well trained, dedicated, Christian teachers teach motivated Christian students in an atmosphere of reverence for all truth.

In any community, certain policies and regulations are necessary for the good of all. The Anderson College community has established policies of conduct. You will find in this Handbook these rules and policies clearly spelled out. I urge you to read them carefully and, if you have questions, talk with any of the deans or with me.

I hope you bring to Anderson College a growing Christian faith, a Bible for daily reading, and integrity of character which will cause you to form and follow right habits.

With great enthusiasm and confidence the administration, faculty, and staff welcome all students—those enrolling for the first time and those who are returning.

Most sincerely,
CORDELL MADDOX
President

Fellow Students,



First of all, I would like to welcome you to Anderson College. I am looking forward to a great year, especially in our Student Government Association. Over the past five years the SGA has advanced tremendously. I plan, along with the other officers, to continue this advancement in student involvement.

The first thing you need to understand is that SGA is made up of students just like you, who are concerned. If you want and are planning on a successful year here at Anderson College, you must get involved. The more you put into your college life, the more you will benefit. If you want to see changes made, be concerned enough to serve and support your Student Government Association.

There are many offices and committees that have not been filled. We have places for both commuters and residential students. Why not take the first step and volunteer?

If at anytime you want to make suggestions, or just talk, don't hesitate to call me. Have a good year.

Sincerely,
TIM HUNT
SGA President

From the Handbook Committee

We hope you enjoy reading this year's edition of the Student Handbook. We wanted the information to serve as a "map" or guide to you so that much of your time at Anderson College would not be spent in confusion and frustration. Use the Handbook - we think you'll find many questions can be answered by taking a few minutes to read it. Keep it handy as a dictionary to help you all year.

Sincerely,
Tim Hunt
Lynn Smith
Mary Ann Williams
Mary Jane Antonakos
Robin Wilson
Beth Wiley

INTRODUCTION TO ANDERSON COLLEGE

PURPOSE

Christian education is the development of the full potential of the individual student—

mentally through liberating the mind in the search for truth

morally through freedom of conscience and self discipline,

socially through respect for others,

and emotionally through development of sensitivity to the needs of others.

This is accomplished through the study of the liberal arts within the perspective of the Christian world view and value system.

Anderson College is a junior college with a long and fruitful relationship to the community of Anderson, South Carolina, which it serves. The college is supported by the South Carolina Baptist Convention and derives its purpose from the Christian education mission of that body.

COLLEGE HISTORY

Anderson College traces its origin to one of the first institutions of higher learning for women in the United States. The Johnson Female Seminary opened in the Village of Anderson in 1848. The names of many of the older families of the community are found in the extant class rolls of the old seminary.

The founder of the Johnson Female Seminary was the Rev. William B. Johnson, a Baptist minister who was president of the national Triennial Baptist Convention and later the first president of the Southern Baptist Convention.

The school Mr. Johnson founded was forced to close during the Civil War and did not reopen. But in time a new generation carried on where the old institution had stopped. A group of public-spirited local citizens, desirous of an institution of higher learning in Anderson, offered thirty-two acres of choice land and \$100,000 to the South Carolina Baptist Convention at its Laurens meeting in 1910. Following a favorable response, a group of trustees was nominated, confirmed by action of the South Carolina General Assembly in 1911, which incorporated Anderson College. The college opened its doors to students in the autumn of 1912. From 1912 to 1930 it operated exclusively as a senior college for women composed of resident and commuting students, but in 1930 qualified males were accepted as day students.

In 1929 the South Carolina Baptist Convention approved the institution's transition to a junior college. From the autumn of 1930 to the present Anderson College has functioned in that role with its "distinctions, honors, and degrees," restricted to that status.

The institution has changed considerably since its founding both in the type of program offered and in the composition of the student body. The basic underlying purpose of the college has not changed. It is today what it has always been, an institution of higher learning with an atmosphere of Christian concern.

THE CAMPUS

Anderson College is located within the city limits of Anderson, South Carolina, on a campus that contains 32 acres, plus 12 adjoining acres, which were purchased recently. The campus lies in the northeastern part of the city in a residential area. This location offers easy access to the downtown business district and to many local churches.

The campus contains 22 buildings and an athletic field generally arranged in the form of a square. The buildings of major importance in campus activities and living face southward toward the city along Boulevard and westward along Kingsley road. This convenient arrangement offers easy access to most of the facilities from the streets surrounding the campus. All academic and dormitory buildings are of masonry construction.

ADMINISTRATION

The Administration of Anderson College wants to help each student enjoy his time at the institution. The administrators are available to the students for conferences; however, it will be most beneficial to make an appointment.

OFFICERS OF ADMINISTRATION

Dr. J. Cordell Maddox, President

Dr. Paul A. Talmadge, Academic Dean

Mr. Richard H. Franklin, Dean of Student Development

Mr. B. J. Taylor, Business Administrator

Mr. Walter Dahlgren, Director of Development

Mr. Richard Roberts, Registrar and Assistant Academic Dean

THE FACULTY

The 42 full-time and 19 part-time faculty members at Anderson College are extremely interested in students.

There are 15 earned doctorates among the 42 full-time faculty members. Interest and concern for students does not end with the classroom experience. Very often faculty members invite students to their homes for fellowship and sharing. Students can set up appointments with faculty members. Early in the academic year an instructor will set up times he/she will be in his/her office.

Your presence in a classroom is known. You will not be obscure. Instructors take great pride in knowing their students and something about them. Very often graduates of Anderson College continually express gratitude for friendly, concerned and dedicated faculty with whom they had personal contact.

THE STUDENTS

For the past six years, Anderson College has experienced an increase in students over the previous year beginning in 1970-71. In 1975-76 the total enrollment was 1231. The institution will not get much larger, if any, because of self-limitation. The Trustees and Administrators feel that should the institution become much larger, part of the purpose for the two-year institution would be defeated. There are no immediate or long range plans for Anderson College to become a four-year institution.

In the fall of 1976, 94% of the student body was from South Carolina with Georgia and North Carolina having the next largest number of representatives. In all, 13 states and 1 foreign country were represented.

Denominational affiliation for the spring of 1976 showed 67% of the students as Baptists, and then Methodists and Presbyterians had the next highest number. By ethnic groups, there were 1146 white students, 83 blacks, and two of other ethnic groups.

THE STUDENTS' RESPONSIBILITY

To say that Anderson College exists for students is trite because without students there would be no Anderson College. However, attendance at Anderson College is a privilege, not a right. The privilege granted a student carries with it certain expectations which are necessary for living in community with others, attaining educational instruction, growing responsibly and maturely, and developing one's personhood. Anderson College expects each student who voluntarily registers at the institution to be in fact saying that he/she will cooperate with the expectations and regulations as found in the Student Handbook, the College Catalogue, and the Residence Hall brochures. Furthermore, students are responsible for information in the campus newspaper, the weekly campus news, and bulletin boards.

ALMA MATER

Dear to our hearts is our Alma Mater
Loyal and true are we;
Truest devotion till life is ended,
Wholly we pledge to thee.

Tho' from thy halls far away we wander,
Thoughts back to thee will fly;
And tender men'ries time cannot sever,
Love that will never die

Heaven's choicest blessings ever attend thee.
Dear Alma Mater mine—
No shadows harm thee, no fears alarm thee;
Always the sunshine thine.

And tho' we leave thee, we'll never grieve thee,
True to our trust we'll be;
Our best endeavor, now and forever,
Always to honor thee.

—Mrs. Charles Sullivan, Sr.

THE ACADEMIC PROGRAM



Paul A. Talmadge
Academic Dean

The academic program of the college includes all persons and activities related directly to the admission of students, academic advising, the program of instruction, and the recording and reporting of grades.

The Admissions Office makes the first contact with the student. This office collects the material for the application and gives the student the admission decision. The program of financial aid is also administered under the academic program as it makes it possible for students to attend college and participate in the academic program.

The faculty and the library staff are under the jurisdiction of the academic program. All activities in connection with teaching and earning of academic credit are included in this general area. The evening college and the summer session are also part of the academic area.

The activity of academic advising of students by faculty and staff is important to the academic program. The office of the Registrar keeps the academic records.

The academic program includes the largest single group of people who work at the college as it includes all faculty, library staff, Admissions Office staff, staff of the Academic Dean's Office, and Registrar's Office.



Richard Roberts
Assistant Academic Dean
& Registrar

ORIENTATION

The College provides a comprehensive program of orientation, testing, advising and guidance. Students are required to complete the orientation program because it is designed to enhance chances of scholastic success.

REGISTRATION

Registration is the process of enrolling in classes for a semester. Registration is held on the days before classes begin each semester. The student must have financial clearance with the business office before he registers for classes.

ACADEMIC LOAD

The academic load of college students is measured in terms of "semester hours." The student who takes over 18 semester hours is charged an additional \$25 per semester hour.

A student with a D average will be advised to limit his semester hour load to 12 to 15 hours per semester.

Special permission from the Academic Dean or assistant Academic Dean must be granted to take 19 semester hours.

GRADING SYSTEM

Letter Grade	Value	Grade Point
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
X	Audit	No Credit
NR	No report by instructor	

GRADE POINT AVERAGE

The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. To make satisfactory progress a student must maintain a minimum grade point average of 2.00.

REPEATING A COURSE

It is sometimes possible to overcome the consequences of poor performance by repeating a course. If a student repeats a course on which he has previously earned a grade of F, only the higher of the two grades will be computed in his grade point average. If a student repeats a course on which he has earned a grade of D or above, he will have each attempt computed in his grade point average. The maximum number of quality points that may be earned will be that of the highest grade earned. A student should consult with an academic advisor before repeating any course.

When a student plans to repeat a course he must bring this to the attention of the registrar at the time of registration.

CLASS ATTENDANCE

Prompt and regular class attendance is expected of all students as an indication of responsible and serious participation in the academic program. The student should be prepared at all times to present to his instructors an acceptable reason for any class absence or tardy. In the event of any absence the student is responsible for making up all work missed.

At any time that excessive class absences and tardies present a serious detriment to the student's academic performance, it may result in his being withdrawn from the class by the instructor up through the twelfth week of the semester. A student who is withdrawn from the class for non-attendance will normally receive a grade of WF. Grades of WP and WF will not be given after the twelfth week of the semester.

The maximum number of absences a student may have and still receive credit for the course will depend upon his academic performance in the class, the reasons for his absences, and the decision of the instructor.

A committee of faculty members will be available to the student and the instructor if either wish to use it to handle exceptional cases.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from the College at any time other than the end of the semester are required to file a withdrawal form with the Counseling Center.

DROP-ADD PERIOD

A student who encounters serious problems with his schedule or who wishes to add a class to his schedule may consult with the registrar during the first three days of the semester. A student will not normally be permitted to enter a class after this three day period.

PROCEDURE FOR DROPPING A CLASS

A student who wishes to drop a class will obtain a Class Withdrawal Form from the registrar's office and take it to his instructor. The instructor will return the form to the registrar with a notation of withdrew passing or withdrew failing. Classes dropped during the first two weeks of the semester are not entered on the student's permanent record. The student bears full financial responsibility for all classes and laboratories in which he is enrolled at the end of the second week of classes. Students may not drop classes after the twelfth week of the semester except under extenuating circumstances.

DEAN'S LIST

Students of outstanding academic achievement are recognized each term by inclusion on the dean's list. These are full-time students who have an overall grade point average of 3.5 or better. The college holds a scholarship recognition program annually to recognize the students who are placed on the dean's list at the end of the first semester.

GRADUATION

Anderson College offers the following degrees: Associate of Arts, Associate of Science, Associate of Arts in Secretarial Science, Associate of Arts in Fashion Merchandising, and Associate of Fine Arts. The college also awards the One-Year Secretarial Science Certificate. Candidates for the associate degree must earn a total of 64 semester hours with a cumulative grade point average of C (2.0) on all coursework attempted. For specific degree requirements, see the college catalog.

SPECIAL POLICY FOR STUDENTS RECEIVING VA BENEFITS

Students who are recipients of VA educational benefits are subject to special rules with regard to academic probation and course withdrawal. These rules are imposed by the governmental agency.

Recipients of VA benefits may not be certified for such benefits for more than one semester of academic probation. In some instances the student may be eligible to continue as a student of the college without the VA benefits.

Recipients of VA benefits who withdraw from a course after mid-semester will receive a grade of F for the course unless the withdrawal was made necessary by extenuating circumstances.

LIBRARY REGULATIONS

1. The library is open Monday through Thursday from 8:00 a.m. until 10:00 p.m. and on Friday from 8:00 a.m. until 4:00 p.m. Saturday the library is open from noon until 4:00 p.m. The library is closed during all college holidays.

2. The library may be used by all members of the college community. Students are asked to identify themselves by use of their identification cards when checking out books.

3. Books, except reference and reserve books, may be checked out for two weeks and may be renewed once for the same period provided no one has requested that particular book.

4. Books placed on reserve at the request of faculty members are to be used in the library only and cannot be checked out. Students are required to sign for reserve books to be used in the library.

5. A fine of five cents per day is charged for an overdue book. If the fine is paid at the time the books are returned the total fine will be cut in half.

6. Magazines and newspapers will be used in the library only. Newspaper clippings will be kept if request is made to the librarian.

7. Each borrower is held responsible for books and materials checked out in his name. Overdue books must be returned and fines paid in full before a student is entitled to receive credit for the semester.

COUNSELING CENTER

Anderson College provides a counseling service to all students to assist them in both their academic and non-academic development. There are two staff members in the center; one whose specialty is personal counseling; and one whose specialty is academic counseling.

From the time the student is admitted to the college the Counseling Center is involved in assisting the student. The Center provides placement testing, vocational testing and vocational guidance and counseling in the area of personal concerns of the student.

A chief function of the Counseling Center is to assist the student in selecting courses which make up his program of study at the college.

Students may be referred to the Counseling Center by college personnel as needs become apparent. All students are encouraged to use the services of the Counseling Center.

STUDENT DEVELOPMENT



Richard H. Franklin
Dean of Student Development

The Dean of Student Development and his staff has as a goal the fullest possible development of each individual student-intellectually, socially, physically and spiritually. The student development area generally deals with student life that is not academic. That is, all else that takes place out of the classroom is more than likely under the direction of the Student Development Office.

The Dean of Student Development and his staff are responsible for student housing, student organizations, student activities, health care, traffic and parking, security, student publications, student government, counseling, student discipline, the post office, identification cards, chapel attendance, and similar aspects of student life. The staff is most willing to help the student have an enjoyable and meaningful experience at Anderson College.

RESIDENTIAL LIVING

The Residential Living staff serves the resident students by assisting them in creating positive, educational living experiences. A resident student is provided with many developmental opportunities. The student's growth is enhanced by educational programs and social functions sponsored by the residence halls, by close friendships among students, and by contact with the entire Residential Living staff.

The overall housing program is administered by the Assistant Dean of Student Development with the assistance of the Director of Men's Residential Living, the Director of Women's Residential Living, and several Resident Advisors. Student members of the staff serve as Resident Assistants and members of the residence hall governments. The staff's primary objective is to provide a safe, comfortable, attractive living environment and to offer experiences for the students which aid them in developing into well-rounded, mature individuals.

All resident students will receive a Residential Living handbook which explains residence hall life in more detail.

HEALTH SERVICE

Rice Infirmary is an eight bed building. Anderson College makes every effort to see that resident students receive proper medical attention. This may be accomplished by providing treatment at the Health Center, or referring the student to doctors or dentists in Anderson. Routine illnesses treated at the Health Center are not charged to the student. Students are responsible for prescription drugs ordered by the doctor and services performed by a doctor outside the Health Center.

Regulations of the Health Center are posted in each Residence Hall and in the Residence Hall Handbook.

Before a student may receive treatment from the Health Center, a Consent for Treatment form must be on file in the infirmary. The Consent for Treatment form also allows the student to enter Anderson Memorial Hospital under the signature of an official of Anderson College. The form will be sent to the parents of the student during the summer months and should be returned to the Student Development Office prior to the student's arrival on campus.

STUDENT ACTIVITIES



Lana Branham
Student Activities Director

Anderson College realizes the importance of extracurricular activities for student development. The Student Activities Director works with the Student Social Board in implementing an activities program geared to provide students' opportunities for cultivation of special interests.

PRESIDENT'S RECEPTION

The President's Reception is held during orientation week. Normally this event is on front campus, and students are expected to attend. Women students wear long dresses, and males coat and tie.

CHRISTMAS FIRST NIGHT

The Christmas Season is ushered in by Christmas First Night. The campus is decorated for the yuletide season. Students decorate their rooms, especially the women. After a concert by the College Choir and the lighting of the Yule Log by the President of the College, the women's residence halls are open for a time of Open House.

COMMUNITY CONCERTS

A limited number of tickets are available to Anderson College students for the Anderson Community Fine Arts Concerts. Tickets are available in the Student Development Office on a first come first served basis.

POP CONCERTS

The College Social Board periodically sponsors pop concerts on the campus. A nominal charge may be made to help defray expenses.

MOVIES

Campus movies are held in Room 100 of the Watkins Building. Movies normally cost the student no more than \$.50.

TROJAN ROOM

The Trojan Room is located in the Student Center. The room contains ping-pong, billiards, foosball and flipper games. Nominal charges are made for usage. The Trojan Room is kept open approximately 60 hours a week for student enjoyment.

TOURNAMENTS

The Student Activities Director will sponsor throughout the year individual tournaments such as foosball, ping-pong, pool, chess, etc. Suggestions are welcomed for individual competition.

TALENT SHOW

Many Anderson College students are unusually talented and some have unusual talents. In order to foster and encourage development and use of one's special talents, a talent show is held in the fall of each year. There are many occasions during the year that call for entertainment and students who are willing have little difficulty finding expression of talents.

ANDERSON COLLEGE PAGEANT

The Anderson College Pageant is held annually in November to elect Miss AC, Miss Sophomore, Miss Freshman and runners-up. The pageant is more than a beauty contest since the purpose is to select young ladies who are representatives of the ideals of Anderson College.

PEP CLUB

A student Pep Club was organized in 1975-76 to work with the cheerleaders to give support to all athletic teams with the main support being basketball. The Pep Club meets with the cheerleaders to learn new cheers, makes signs and posters supporting the teams, and sits in a reserved section at the basketball games. Membership is open to all students.

HOMECOMING

Homecoming is an annual event designed to bring alumni back to the campus. Included in the events of the day are a basketball game and a Homecoming Queen selected by the students.

EXTRAMURALS

The member schools of the Western Carolinas Junior College Conference sponsor events throughout the year to involve students who do not wish to compete athletically on a varsity level. Tournaments are held in table games, softball, volleyball, basketball and tag football. The tournaments are coordinated by the Student Activities Director and the intramural program.

COFFEEHOUSES

Throughout the year many coffeehouses are scheduled to provide the student a variety of entertainment. Every effort is made to provide during the course of the year some entertainment that is appealing to every student such as soft rock, bluegrass, comedy, jazz, soul, etc.

GENERAL INFORMATION AND REGULATIONS

HOUSING REQUIREMENT

All students are required to live in college residence halls with the following exceptions:

1. Twenty-one years of age or older
2. One hundred twenty days consecutive active military duty. (A student must have his military discharge papers or a DD 214 form.)
3. Married
4. Living with parent or guardian
5. Special permission from the Dean of Student Development in extreme circumstances.

Students who do not meet these requirements who are guilty of living off campus at their own initiative and not under college sanction will be subject to suspension from the college.

PARKING

All students are permitted to keep cars on campus in compliance with college traffic regulations. Students must register their cars. A parking decal is to be purchased (\$3.00) at the time of car registration. Additional decals cost \$.25.

Student parking areas are so designated. Students are not to park between yellow lines. Parking violations are given, and fines are collected. The college does not attempt to intervene in violations given by the City of Anderson for violations occurring on the side streets adjacent to the campus. Visitors permits are given for those who will keep a car on campus seven days or less. A refundable deposit of \$.50 is charged for the permit, and permits are obtained in the Student Development Office.

A detailed explanation of parking regulations and the Traffic Committee can be found in Committees of the Student Government Association pamphlet.

SECURITY

A private security firm is under contract to protect the property of the College and the students. Security guards are armed and uniformed. Students are expected to show their ID cards to a security officer upon request. Entering a building after it has been secured is a violation of the Student Code of Conduct.

POST OFFICE

A campus post office is located in the Student Center building. The post office is open Monday through Friday from 10:00 a.m. till noon and from 2:00 p.m. - 4:00 p.m. Stamps may be purchased and packages picked up during this time.

The post office is not equipped to handle the mailing of large packages. This may be done at the local post office.

All resident students are furnished a private mail box with either a key or combination lock. A student's college address will be provided prior to arrival on campus. The cost for replacing a lost key is \$1.50.

COLLEGE BOOKSTORE

The College Bookstore, located in the Student Center Building, is open Monday through Friday, 8:30 a.m.-4:30 p.m. Books, supplies, toiletries, records, cards, Anderson College shirts and jackets, etc. are available. No charge accounts are permitted.

STUDENT BANK

Resident students may deposit money in a student bank in the Business Office and draw it out as needed. The College encourages students to open checking accounts at local banks and use their services for cashing checks.

STUDENT INSURANCE

All full-time students are eligible to purchase health insurance at approximately \$20.00 per year. The policy is a group accident and sickness policy and covers the students for 12 months. The student purchases the insurance in the full amount at the beginning of the academic year.

THEFT

Anderson College does not assume any responsibility for theft of a student's personal belongings. If a theft does occur, students should report the theft to the Student

Development Office. The College encourages students to keep a record of any article that has a serial number. In many instances a parent's homeowner's insurance will cover all or part of the replacement of stolen articles.

LOST AND FOUND

Articles lost or found should be reported or brought to the Student Development Office.

IDENTIFYING BOOKS

A student should devise a system of marking his/her textbooks so that they are easily identifiable when lost or found. A good tip is to write the name in ink in the front of the book and then choose a page number on which to write the name in ink again. The student should be consistent in writing the name on the same page of each textbook.

IDENTIFICATION CARDS

All students will have an identification card made prior to class registration. The card is used to gain admission to school sponsored events and the dining room, for library purposes, for check cashing, etc. The cost of the initial card is \$3.00. Replacement cards are \$5.00.

CHANGE OF ADDRESS

Each student must inform the Student Development Office of any changes in his/her home address when he/she is a student at Anderson College.

SOLICITATION

Solicitation on the campus is prohibited unless permission is gained from the Dean of Student Development. Occasionally a college sponsored organization may wish to have a door to door cookie or bake sale in the residence halls. Permission must be received even for college sponsored organizations.

NOTICE TO PARENTS

If a student is ever involved in serious difficulty - academic, financial, social, or otherwise - parents may be notified. Any time a student is in disciplinary difficulty and is found guilty or pleads guilty to a violation and the sentence is probation, request for withdrawal, suspension, or dismissal, parents or guardians are automatically notified by letter.

DRESS CODE

Anderson College does not have an official dress code. However, the following guidelines are enforced:

- Students are expected to appear neatly dressed and well-groomed
- Proper foundation garments are expected of women
- Pants, pantsuits, co-ordinates are acceptable for class and other events
- Sunday dress is required for those eating the noon meal in the dining room on Sunday.
- Shorts are not permissible in the classroom, offices, or Administration Building.
- Sweat suits or athletic uniforms are not permitted in the dining room
- Men are expected to wear shirts except in their residence halls
- Barefeet are not permissible in the classroom, dining room, offices, or Administration Building.

SMOKING

Smoking is not permitted in certain areas due to insurance regulations and/or college policy. Students should observe "No Smoking" signs. Smoking is prohibited in the Administration Building, the auditorium, the Watkins Teaching Center, the gymnasium, the dining room, and the Student Center canteen.

OFF LIMITS

The Television and Radio Station on back campus is off limits for students. The property has been leased from Anderson College as a place of business.

Female students should not be in the quadrangle area of the men's residence halls except during college approved Open House events.

Males should not be in female residence halls except during the beginning and end of school to help with luggage, daily visitation in the lounges, and college sponsored Open House events.

SWITCHBOARD

The College switchboard is open Monday through Saturday, 8:30 a.m.-11:00 p.m. Sunday the board is open 8:30-10:30 a.m. and 1:00 p.m.-11:00 p.m. Emergency calls only are accepted through the switchboard after 11:00 p.m. Pay phones are available in each residence hall for calls after regular hours.

STUDENT WORK

A limited amount of student work is available on campus. Many times businesses call the college requesting student work. All persons interested in student work should contact the Director of Financial Aid immediately after arrival on campus.

STUDENT CODE OF CONDUCT

In the spring of 1975 the Student Senate, Student Affairs Committee and President of the College joined together in establishing a code of conduct that is expected of Anderson College students. Any student, faculty member, or Administrative officer may charge a student with violating a provision of the code. Once a charge has been made, a preliminary hearing is held to determine if there is enough evidence to warrant a formal charge and hearing. If the evidence is sufficient, the student has the right to a hearing before either the Disciplinary Committee or the Dean of Student Development. Information on the Judicial Branch of the Student Government Association, Judicial Procedures, and Student Rights are found in the Constitution of the Student Government Association pamphlet.

Code of Student Conduct

1. Knowingly furnishing false information to the college with the intention of deceiving
2. Misusing college records and identification cards.
3. Disorderly, obscene, or indecent conduct on the Anderson College campus or at college sponsored events. This is extended to events in which Anderson College is officially represented.

4. Physically abusing students, guests of Anderson College or physical abuse of persons in off-campus events in which Anderson College is officially involved.
5. Mentally antagonizing a person and/or placing him/her under threat of physical harm.
6. Using fireworks on campus unless permission is received from the Dean of Student Development for use in special events.
7. Possessing firearms which includes, but is not limited to, shotguns, handguns, and ammunition.
8. The possession of, consumption of, being under the influence of, and selling of alcoholic beverages on campus or at college sponsored functions in which Anderson College is officially represented.
9. The illegal manufacturing, selling, possessing, or using of narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, or other similar known harmful or habit forming drugs and/or chemicals on the Anderson College campus.
10. Damage to, theft, misuse or selling of college owned property or personal property.
11. Gambling on campus.
12. Violating disciplinary regulations as handed down by the proper disciplinary body.
13. Failing to respond to a college officials request for a meeting, for identification, efforts to control a group situation, or a request in which the official feels, if unheeded, will jeopardize the student and/or the college.
14. The gathering of groups of students which poses a threat to college or private property, the disruption of the normal flow of traffic, causes injuries to persons, or involves indecent, obscene or disorderly conduct.
15. Knowingly and wilfully abusing a position of trust.
16. Setting off a false fire alarm.
17. Being in or having someone in the Residence Hall of the opposite sex other than in the parlors and lounge during regular visiting hours, Open House, and at the beginning and end of school and vacation times when it is customary to help with transporting luggage.

Presidential Right of Dismissal

The President of the College is authorized by the Board of Trustees to request the withdrawal of any student whose presence in the College, for reasons of health, conduct, or scholarship, does not meet with the approval of the administration, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution.

Cheating

Cheating is a major offense. Each faculty member will deal with any instances of cheating in his courses. The penalty will depend upon the severity of the offense and the circumstances. Cheating in any form is considered detrimental to the individual student and to the academic program and objectives of the college.

Faculty members will report all instances of cheating to the Academic Dean.

Off Campus Conduct

Anderson College makes every effort to enforce the regulations regarding campus life. Once a student leaves the campus it is difficult if not impossible to monitor student behavior. The college firmly believes that a part of achieving responsible adulthood is accepting responsibility for one's actions. Therefore, when a student is on our campus he is under the jurisdiction of Anderson College's rules and regulations. When he is off campus he is expected to act responsibly.

Anderson College does not harbor any person who may commit a misdemeanor, felony, or criminal act while off campus. However, a person charged and convicted of a misdemeanor, felony, or criminal act will not be subject to disciplinary action by the college unless the offense is of such a nature that the person's continuing relationship with the institution presents a clear and present danger to the other members of the college community, the community

of Anderson, or impedes the academic process. In this case, the person will be subject to suspension on an interim basis until a hearing is held with the proper authorities.

If a person is found guilty of a misdemeanor, felony, or criminal act he may be requested to come before the Disciplinary Committee to present evidence as to why he is not a danger to the members of the college community, the community of Anderson, or an impediment to the academic process.

If there is any possibility that the proceedings at an Anderson College hearing may be subject to subpoena in an outside court, the College disciplinary hearings may be postponed to give the student his rights to a fair determination in the court case.

CAMPUS ORGANIZATIONS

THE GAMMA BETA PHI SOCIETY

The primary purpose of The Gamma Beta Phi Society is to encourage scholastic effort and reward academic merit, to stand for and promote worthy character and high ideals, and to foster, disseminate, and improve education through appropriate service projects.

The Society meets monthly and is open to students who have completed at least twelve semester hours of college work and have maintained at least a minimum 3.00 cumulative grade point average out of 4.00.

ALPHA PI EPSILON

This organization is a National Honor Society for secretarial science students who have completed seventeen hours of secretarial science courses and have A's and B's on all work undertaken. Meetings are twice a semester, and the Society attempts to promote higher ideals and professionalism among secretarial students.

COMMERCIAL CLUB

The club is open to all students who are majoring in secretarial science and they meet in October, November, February and March. The meetings are designed for fellowship and as an opportunity to present office type situations different from classroom presentations.

PHI THETA KAPPA

The Beta Pi chapter of the national junior college honorary scholastic fraternity meets twice a month for promotion of wisdom, aspiration, and purity. A student must have a 3.5 grade point average (Dean's List) for the previous semester to be eligible for this organization.

CIRCLE K CLUB

Circle K of Anderson College is a service organization sponsored by the Kiwanis International. Membership is open to both male and female students. The purpose includes helping others by providing service for the community as well as the college. Service projects include: wiener roasts for a local Children's Home, providing Christmas gifts for patients at the State Hospital, visiting residents at a nursing home weekly, sponsoring a clean-up campaign on public roads and participating in various

activities of the Kiwanis International. Meetings are held weekly with a dinner meeting once a month

MUSIC STUDY CLUB

The primary purpose of the Music Study Club is performance and fellowship. Meetings are monthly and for the most part consist of recitals by members. Membership is limited to students who take applied music courses.

OMICRON IOTA KAPPA

(Home Economics Club)

The organization is open to all students of Home Economics and Fashion Merchandising. Several outstanding events are sponsored during the year- two being the Fashion Fair and a trip to Atlanta. Meetings are for fellowship and to promote professionalism.

DELTA PSI OMEGA

The purpose of Delta Psi Omega is to stimulate the students further in the theory and practice of drama and dramatic productions on our campus. Meetings are held monthly. There are four requirements to become a member of Delta Psi Omega. They are:

1. Learn names and symbols of the Greek alphabet
2. Have some knowledge of Delta Psi Omega, number of chapters, and where some of them are located
3. Have some knowledge of the origin of drama by studying a reference in an encyclopedia
4. For Act II of the ceremony, candidates will prepare a selection for oral presentation. This is for the try-out which is part of the ceremony.

STUDENT PUBLICATIONS

THE COLUMNS

The Anderson College yearbook is called The COLUMNS. Although the name suggests tradition, the publication reflects Anderson College as it is today, with emphasis on students, their activities and campus life. Staff members come from all areas. Some have had previous experience on high school publications, while others join the staff and donate generously of their free time to make the yearbook one that continues to win national, regional and state awards.

The yearbook annually sponsors a contest to elect freshmen and sophomore class beauties.

AC ECHOES

The AC ECHOES, the student newspaper, attempts to collect news and present it in an effective and unbiased manner to its readers. Its content and appearance has brought awards through the years on the national, regional and state level.

Key positions are obtained through the publication committee each year. With a staff composed of journalism students and other aspiring reporters, two issues are published each month. Dedication and creativity are two important qualifications for staff members.

IVY LEAVES

IVY LEAVES is a literary magazine published annually by the English Department of Anderson College. The purpose of the magazine is to provide a medium of expression for the creative arts on campus. Students and faculty are invited to submit poems, short stories, essays, photography and art works for publication in the magazine. IVY LEAVES is published and supervised by the English Department. A student editor and staff chosen by the Department have the major responsibility for producing this literary endeavor.

PUBLICATIONS PAID BY STUDENT FEES

Full-time students who pay an activity fee receive all student publications without an additional charge.

Part-time students may purchase a yearbook.

STUDENT RECORDS

Anderson College maintains the following types of records on students: (a) Academic records are maintained in the Registrar's Office. (b) Admissions records are transferred from the Admissions Office to the Registrar's Office upon a student's enrollment. Confidential reference materials are destroyed prior to the student's enrollment. (c) Advising records are maintained by the Counseling Center. (d) Alumni records are maintained in the Development Office. (e) Financial records are maintained in the Business Office. (f) Financial Aid records are maintained in Financial Aid Office. Financial statements of parents are not accessible to students. (g) Medical records are maintained by the college nurse. These are not accessible to the student. (h) Personal counseling records are maintained by the Counseling Center. These are not accessible to the student. (i) Social and disciplinary records are maintained by the Dean of Student Development.

The records listed above, except those specified as inaccessible, may be reviewed by the student. In some instances a written request may be required, but in no instance will the college wait longer than forty-five days to provide access to the record. The student may be charged a maximum of ten cents per sheet for photocopies of his records.

If there is disagreement between the student and the custodian of the records that cannot be resolved in informal discussion, a hearing will be scheduled within forty-five days of the student's written request. The hearing will be conducted by a person who is appointed by the Chairman of the Faculty and approved by the student. The results of the hearing will be transmitted in writing to the student.

In keeping with provisions of the Federal Education Rights and Privacy Act of 1974, the college will not issue transcripts or other personally identifiable records of a student without that student's express written consent, except as indicated below:

(a) Anderson College officials will have access to the records. (b) Grade reports will be mailed to parents of dependent children unless the registrar is instructed otherwise. (c) Records may be released in connection with a student's application for or receipt of financial aid. (d)

Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the college without written consent unless the college is instructed to withhold such information from the public. Items of public information are: name, address, telephone listing, parents' names, date of birth, denomination, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received, and previous educational institutions attended. Any student who does not want this information released by the college must communicate this in writing to the registrar by the end of the first week of classes each semester.

STUDENT HONORS

Annually students who have achieved a high degree of competency in academics, leadership ability, citizenship, and overall contributions to the welfare of Anderson College, have the possibility of receiving special recognition.

DEAN'S LIST

Students of outstanding academic achievement are recognized each term by inclusion on the Dean's List. Full-time students who have an overall grade point average of 3.5 or better are automatically placed on this achievement list.

HONOR'S DAY

Scholarship recognition day is held annually to recognize the students who are placed on the Dean's List at the end of the first semester.

GRADUATION MARSHALS

Members of the freshman class of high scholarship are honored by their participation in graduation exercises as marshals.

HONOR GRADUATES

The graduation program and diploma designate honor graduates of high academic attainment. The Latin phrases identify three levels of achievement based on an academic

grade average with 4.0 representing an overall average of A. Cum Laude—with praise—3.50 to 3.74; Magna Cum Laude—with great praise—3.75-3.94; Summa Cum Laude—with greatest praise—3.95 to 4.00.

AMERICAN LEGION AWARD

Annually a young woman or young man from the graduating class is recognized for high qualities of honor, courage, scholarship, leadership and service.

DENMARK SOCIETY

Members of the graduating class who have exhibited leadership, campus citizenship, scholarship and Christian character, are included in this honor. The name of the society derives its name from the late President of Anderson College, Dr. Annie Dove Denmark.

WHO'S WHO

Several outstanding sophomore students achieve national recognition by being selected to have their names and campus achievements included in the publication, *Who's Who in American Junior Colleges*. Students receive a certificate denoting this honor.

RELIGIOUS LIFE

Since Anderson College is a denominational school, religious life is integral to the College's mission and purpose. The Baptist Campus Ministries is the parent of all religious organizations. Even though a great majority of AC's students are Baptists, a concentrated effort is made to provide fellowship and inspiration for those of other denominational preference.

BAPTIST CAMPUS MINISTRIES

This organization is available to all students regardless of denominational affiliation. Meetings are monthly. The organization sponsors Christian concerts, participates in retreats, and encourages student participation in summer missions.

BAPTIST YOUNG WOMEN

The purpose of the group is to join female students together for fellowship, religious programs, recreational activities, and mission projects. Meets twice a month.

MINISTERIAL ASSOCIATION AND CHURCH RELATED VOCATIONS

Students who are planning to enter the pastoral ministry or other religious vocations are encouraged to join together bi-monthly for fellowship, inspiration, and service through deputations.

WESLEY FELLOWSHIP

Methodist students meet bi-monthly for inspiration, fellowship, and service projects.

WESTMINSTER FELLOWSHIP

Presbyterian students enjoy monthly fellowship meetings to discuss service projects and ways to integrate campus Presbyterians into local churches.

FELLOWSHIP OF CHRISTIAN ATHLETES

Students who participate in intercollegiate competition that desire a means of fellowship with those of like faith meet bi-monthly. Often these Christian Athletes are asked to speak in churches or for youth organizations.

COED BIBLE STUDY

This weekly meeting is for all students who wish to participate in a time of serious Bible study.

AGAPE GROUPS

Weekly Bible study groups that meet in the residence halls are student led. These groups meet for prayer, fellowship, and sharing of special concerns.

CHAPEL

Chapel is held weekly on Wednesdays at 10:00 a.m. Students are required to attend, and a chapel seat number is assigned at the beginning of the school year.

SERVICE PROJECTS

All students have ample opportunity to give of themselves and share their faith through service projects sponsored by Campus Ministries.

"Sunshine Friends"—Mentally retarded children come to the campus weekly for fellowship, recreation, refreshments, and Bible stories. Special events such as a Halloween Carnival, Christmas Party, Easter Egg Hunt, and attendance at the fair and circuses are provided. Weekly bowling with these children is a part of their regular program.

"Adopt a Grandparent"—Students interested in visiting an elderly person at least one hour per week.

"Tutoring"—Students interested in assisting elementary and high school students who are having problems with math or English.

"Deputation Teams"—Groups of students conduct worship services and youth revivals in area churches by giving testimonies singing, and providing fellowship.

LOCAL CHURCHES

Anderson College encourages its students to become involved in a local church. The institution believes that a part of one's total development is cultivation of his spiritual life, and while Anderson College provides many opportunities for spiritual development, we believe active participation in local church worship is integral to total spiritual development.

The churches listed are by no means an exhaustive list of churches in the Anderson area. Since our commuting students maintain affiliation with their local church, we have endeavored to list only the churches which our resident students have become involved or churches which have made an effort to provide for resident students.

Boulevard Baptist	700 Boulevard	225-8693
Concord Baptist	1012 Concord Rd.	225-4621
First Baptist	S. Marining Street	224-1622
Forest Hill Baptist	909 Plantation Rd.	224-8701
North Anderson Baptist	2308 N. Main St.	225-2575
New Prospect Baptist	Centerville Community	225-1236
Pope Drive Baptist	2510 Pope Dr.	226-1789
River St. Baptist	708 E. River St.	225-9790
St. Joseph Catholic Church Rectory	605 Boulevard	225-5341

Grace Episcopal	711 S. McDuffie	225-8011
Holy Trinity Lutheran	209 Broad St.	224-4220
St. John's Methodist	515 S. McDuffie	224-6563
Trinity Methodist	1809 N. Main St.	224-2531
Central Presbyterian	1404 Boulevard	226-3468
First Presbyterian	302 W. Whitner St.	225-2551

MUSIC EXPRESSION

COLLEGE CHOIR

The Anderson College Choir is composed of students who take choir as a one-hour credit course. A student need not be a music major to be a member of the choir, but must pass a simple audition at the beginning of the school year. In addition to the annual tour of the Music Department, the choir performs for special campus concerts and occasions as well as church services.

BAND PROGRAM

The band program has several smaller ensembles within its instrumental structure such as: The Wind Ensemble, which plays college and school concerts as well as going on the Music Department tour; the Brass Ensemble accompanies the vocal groups, plays for college, school, and community events and goes on the Music Department tour, and acts as the Pep Band during home basketball games. These groups are open to all Anderson College students through an audition with the director at the beginning of the school year. One semester hour's credit is given for this group.

SMALL VOCAL ENSEMBLE

This vocal group is open to all Anderson College students who are enrolled in the Anderson College Choir and pass the audition given at the beginning of the first semester. This organization studies and performs sacred, secular, and popular music appropriate for a small vocal ensemble and provides music for worship services and entertainment for secular organizations and events. One semester hour's credit is given for this vocal group.

HANDBELL CHOIR

The College Handbell Choir is under the jurisdiction of the Music Department. Normally sophomore music theory students comprise the membership. However, try-outs are held for non-music students who have had experience and show a proficiency in bell ringing. There is no credit given for this organization.

THE ANDERSON SYMPHONY ORCHESTRA

This newly-organized group is made up of adults, college students and selected high school students. Membership is open to all Anderson College students who play a stringed instrument. For those who play a woodwind, brass or percussion instrument, membership is based upon the orchestra's need and an audition by the student. One semester hour's credit is given for this group.

ATHLETICS

Anderson College annually presents highly competitive teams in men's and women's athletics. National rankings and championships are not uncommon to our teams. Even though most participants in intercollegiate competition are on scholarship, try-outs are available for walk-ons. Students interested in trying out for a team should contact the respective coach.

MEN'S ATHLETICS

Intercollegiate competition is offered in basketball, golf, tennis, and baseball.

Jim Wiles—Athletic Director

Coach, Basketball, Golf

Max Grubbs—Coach, Tennis

Larry Southerland—Coach, Baseball

WOMEN'S ATHLETICS

Women compete intercollegiately in basketball and tennis.

Frankie Porter - Women's Athletic Director and Coach

SCHOOL NAME AND COLORS

The men's teams are known as the TROJANS and the women's teams as the TROJANETTES. The school colors are black and gold.

WEIGHT ROOM

Students are not encouraged to bring weights to Anderson College since the second floor of the gymnasium contains adequate weight lifting equipment.

EXERCISE ROOM

Women students find the exercise room on the second floor of the gymnasium very beneficial for keeping in "shape."

CHEERLEADERS

Eight regular cheerleaders do a splendid job of leading the student body in cheers and supporting our teams. Try-outs are open to any female interested in becoming a cheerleader, and then the student body elects cheerleaders to fill vacancies left by departing sophomores. Freshmen cheerleaders automatically become cheerleaders for their sophomore year if they so desire.

INTRAMURALS

Since it is impossible for every student to compete intercollegiately, intramural sports are designed to give every student a chance to participate in athletic events. Team sports are offered in flag football, volleyball, basketball, bowling, softball and track and field. Individual sports include cross-country, basketball one-on-one and free throw, tennis, golf, badminton, and swimming.

ATHLETIC FACILITIES

The tennis courts and gymnasium are available for the students' use whenever there is not a scheduled practice by one of the college teams. Tennis courts are not available for use on Sunday until after 1:00 p.m. and the gymnasium is locked at 10:30 p.m. each night. Students should have their I.D. cards with them whenever using these facilities so that they will not be asked to leave the premises when it becomes necessary to ask persons from outside the college community to leave for lack of proper identification.

FOOD SERVICE

DINING ROOM

Anderson College contracts food service with ARA Food Service Companies, a private food management firm. All resident students are on a 21 meal plan. Commuting students who wish to eat in the dining room may do so by paying for each meal.

DINING ROOM HOURS

Monday through Friday

7:00-8:30	Breakfast
8:30-9:00	Continental Breakfast
11:00-1:40	Lunch
4:40-6:15	Supper

Saturday and Sunday

8:00-8:45	Breakfast
12:00-1:00	Lunch
5:00-6:00	Supper

DINING ROOM REGULATIONS

No food except fruit may be carried from the dining room.

No tank shirts, sweat pants, or athletic uniforms are allowed in the dining room, and the South Carolina Health Act requires dress in public eating places.

On Sunday at the noon meal the dining room dress code calls for Sunday dress.

All students must show ID cards to enter the dining room.

CANTEEN

The canteen in the Student Center is operated by ARA Food Service Companies. Breakfast, sandwiches, salads, ice cream, etc. may be purchased. The canteen is open 7:00 a.m. 10:00 p.m. Monday through Friday.

REFRESHMENT AREAS

Strategically located around the campus are refreshment vending machines. The most popular and largest is a covered area behind the Watkins Teaching Center. Each residence hall has refreshment centers.

Commuting students who lose money in a machine should report the incident immediately to the Business Office. Resident students should contact their resident hall director.

WHOM TO SEE FOR WHAT

ABSENCES

Class Instructor of Class(es) missed

Chapel Chaplain

ADMISSIONS

Admissions Office, 1st floor, Administration Building

ANNOUNCEMENTS

Student Development Office, 1st floor, Administration Building

ATHLETICS

Mr. Jim Wiles - Men - bottom floor, Gymnasium

Ms. Frankie Porter - Women's Athletics, 2nd floor, Gymnasium

Ms. Lana Branham - Women's Intramurals, Student Center

BOOKS

Campus Bookstore - Student Center

CAFETERIA

Mr. Branch, Cafeteria

COLLEGE CALENDAR

Student Development Office, 1st floor, Administration Building

COLLEGE VEHICLES

Business Administrator, 2nd floor, Administration Building

COUNSELING

Academic - Dr. Robert Richardson

Personal - Dr. Jim Whitlow

Counseling Center - 1st floor, Administration Building

DRAMA

Archie Ellis, Faculty Offices, Student Center

DROPPING/ADDING A CLASS

Registrar, Office Section, Student Center

FINANCIAL AID

Financial Aid Office, Business Section, Student Center

HOUSING

Student Development Office, 1st floor, Administration Building

IDENTIFICATION CARDS

Student Development Office, 1st floor, Administration Building

ILLNESS

Infirmary, Rice Health Center

LOANS

Business Administrator, 2nd floor, Administration Building

LOST AND FOUND

Student Development Office, 1st floor, Administration Building

MAIL

Post Office, Student Center

MUSIC

Music Building

NEWS SERVICES AND PUBLIC RELATIONS

3rd Floor Administration Building

PARKING

Business Office, Student Center

PAYMENT OF FEES

Business Office, Student Center

PUBLICATIONS

Columns (Yearbook), 3rd floor, Administration Building

Echoes (Newspaper), 3rd floor, Administration Building

Ivy Leaves (Literary Magazine), Mr. West, Ext. 293

RELIGIOUS ACTIVITIES

Campus Ministries Center

SECURITY

Student Development Office, 1st floor, Administration Building

STUDENT ACTIVITIES

Ms. Lana Branham, Student Center

STUDENT BANK

Business Office, Student Center

STUDENT EMPLOYMENT

Financial Aid Office, Office Section, Student Center

WITHDRAWAL FROM COLLEGE

Counseling Center, 1st floor, Administration Building

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